

**M e m o r a n d u m**

Date: April 22, 2010

To: Visalia Area

Attention: Captain S. J. Sullivan

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Visalia Area was conducted on November 16, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 24, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 588 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 58 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

|                           | Population Size | Percentage<br>of Total | Calculated<br>Sample Size | Predetermined<br>List Sample Size |
|---------------------------|-----------------|------------------------|---------------------------|-----------------------------------|
|                           | (a)             | (b)                    | (c)                       | (d)                               |
| <b>ICU Decals</b>         | 235             | 39.97%                 | 22.38                     | 23                                |
| <b>Telecommunications</b> | 205             | 34.86%                 | 19.52                     | 20                                |
| <b>Fleet</b>              | 27              | 4.59%                  | 2.57                      | 3                                 |
| <b>Weapons</b>            | 121             | 20.58%                 | 11.52                     | 12                                |
| <b>Total</b>              | 588             |                        |                           | 58                                |

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, all 58 items were located. When comparing equipment assigned to the command to the OPI inventory lists, 5 of the 5 items reconciled.

Because of your diligent efforts involving the maintenance and accounting of state property issued to your command, no further follow-up is necessary on your part.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG, CLEA  
Assistant Commissioner

#### Attachments

cc: Office of the Assistant Commissioner, Field  
Central Division  
Office of Inspections, Audits Unit

# ATTACHMENT

A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
VISALIA - 480  
MARCH 24, 2010**

ATTACHMENT A

| <b>EQUIPMENT DESCRIPTION</b> | <b>CHP<br/>NUMBER</b> | <b>LISTED ON<br/>PROPERTY<br/>RECORD BUT<br/>NOT FOUND</b> | <b>FOUND BUT<br/>NOT LISTED<br/>ON<br/>PROPERTY<br/>RECORD</b> | <b>MISSING<br/>DECAL OR<br/>CORRECTION<br/>NEEDED TO<br/>PROPERTY<br/>RECORD</b> | <b>TRANSFER</b> | <b>NOT<br/>AVAILABLE<br/>FOR<br/>INSPECTION</b> | <b>COMMENTS</b> |
|------------------------------|-----------------------|--|--|--|-----------------|---|-----------------|
| N/A                          |                       |  |  |  |                 |   |                 |

# **ATTACHMENT**

**B**

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY RECORD INSPECTION REPORT  
VISALIA - 480**

ATTACHMENT B

| ASSET #                                      | DESCRIPTION | SERIAL #                              | Y           | N | A | T | C | OTHER |
|--|-------------|---------------------------------------|-------------|---|---|---|---|-------|
| <b>PROPERTY INSPECTION LIST TO EQUIPMENT</b> |             |                                       |             |   |   |   |   |       |
| 1  | 110707      | RADAR TRAFFIC MOUNTED                 | 041273      | X |   |   |   |       |
| 2  | 120328      | RADAR, VEHICLE                        | 046268      | X |   |   |   |       |
| 3  | 126787      | BUILDING UTILITY METAL                |             | X |   |   |   |       |
| 4  | 138771      | CANOPY                                |             | X |   |   |   |       |
| 5  | 141622      | COMPUTER                              | 2UB54403FX  | X |   |   |   |       |
| 6  | 141699      | LAPTOP                                | 0036040365  | X |   |   |   |       |
| 7  | 142988      | DIGITAL CAMERA                        |             | X |   |   |   |       |
| 8  | 147120      | LAPTOP                                | 0037102779  | X |   |   |   |       |
| 9  | 148311      | LAPTOP                                | 0037263711  | X |   |   |   |       |
| 10   | 148716      | COMPUTER                              | 2UA70905GK  | X |   |   |   |       |
| 11   | 150727      | CAMERA DIGITAL                        |             | X |   |   |   |       |
| 12   | 153333      | BREATH ANALYZER SYSTEM PAS DEVICE     | 90103219-82 | X |   |   |   |       |
| 13   | 156361      | LAPTOP                                | 0039338692  | X |   |   |   |       |
| 14   | 156363      | LAPTOP                                | 0039338730  | X |   |   |   |       |
| 15   | 156366      | LAPTOP                                | 0039338689  | X |   |   |   |       |
| 16   | 156367      | LAPTOP                                | 0039338705  | X |   |   |   |       |
| 17   | 156377      | LAPTOP                                | 0039338725  | X |   |   |   |       |
| 18   | 156394      | LAPTOP                                | 0039338736  | X |   |   |   |       |
| 19   | 159105      | PAS DEVICE INTOX ALCOSENSOR IV        | 082290      | X |   |   |   |       |
| 20   | 163907      | VOICE RECORDER DIGITAL                | 1021109     | X |   |   |   |       |
| 21   | 163910      | VOICE RECORDER DIGITAL                | 1021251     | X |   |   |   |       |
| 22   | 87497       | AIR COMPRESSOR MODHT-23-              | 2340L5      | X |   |   |   |       |
| 23   | XRR0716     | ALCOHOL SCREENING DEVICE/CASE P037047 | 18561       | X |   |   |   |       |

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY RECORD INSPECTION REPORT  
VISALIA - 480**

ATTACHMENT B

| ASSET #                            |        |  | DESCRIPTION | SERIAL #   | Y | N | A | T | C | OTHER |
|------------------------------------|--------|--|-------------|------------|---|---|---|---|---|-------|
| <b>EQUIPMENT TO INVENTORY LIST</b> |        |  |             |            |   |   |   |   |   |       |
| 1                                  | 148720 |  | COMPUTER    | 2UA70905GX | X |   |   |   |   |       |
| 2                                  | 151845 |  | COMPUTER    | 2UA72902LS | X |   |   |   |   |       |
| 3                                  | 151847 |  | COMPUTER    | 2UA72902LQ | X |   |   |   |   |       |

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# **ATTACHMENT**

**C**



**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMM PROPERTY INSPECTION REPORT  
VISALIA - 480**

ATTACHMENT C

| ASSET #                                      | DESCRIPTION | VEHICLE/MISC.            | VEHICLE/MISC. | SERIAL #  | Y            | N | A | T | C | OTHER |
|--|-------------|--------------------------|---------------|-----------|--------------|---|---|---|---|-------|
| <b>PROPERTY INSPECTION LIST TO EQUIPMENT</b> |             |                          |               |           |              |   |   |   |   |       |
| 1  | F2364       | Generator                |               | A-41727-1 | X            |   |   |   |   |       |
| 2  | R41036      | Mobile Radio             | 1154391       | C2585P    | 9523531      | X |   |   |   |       |
| 3  | R41406      | Mobile Radio             | 1248470       |           | 9540200      | X |   |   |   |       |
| 4  | R42056      | Mobile Radio             |               | 1270425   | 9540060      | X |   |   |   |       |
| 5  | R43870      | Mobile Radio             | 2QNL378       | 4ZXE571   | 99542963     | X |   |   |   |       |
| 6  | R44263      | Mobile Radio             | 1270794       |           |              | X |   |   |   |       |
| 7  | R44855      | Mobile Repeater          | 1270749       |           | 7610561      | X |   |   |   |       |
| 8  | R45990      | Mobile Repeater          | 1248433       |           |              | X |   |   |   |       |
| 9  | R46647      | Mobile Repeater          |               |           | 7724334      | X |   |   |   |       |
| 10   | R49918      | Base Station - rack type | UnknPer03     | was-480   | 8053369-25   | X |   |   |   |       |
| 11   | R58058      | Mobile Radio             | 1248661       |           |              | X |   |   |   |       |
| 12   | R61317      | Hand-Held Radio          | 17108         |           | 402AWUF954   | X |   |   |   |       |
| 13   | R67467      | Hand-Held Radio          | 15283         |           | 402AXA4437   | X |   |   |   |       |
| 14   | R67555      | Hand-Held Radio          | 10980         |           | 402AXA4474   | X |   |   |   |       |
| 15   | R67632      | Hand-Held Radio          | 16167         |           | 402AXA4100   | X |   |   |   |       |
| 16   | R68807      | Hand-Held Radio          | 17778         | MM 08-095 | 402AXE8771   | X |   |   |   |       |
| 17   | R87400      | Battery Charger - Radio  |               |           |              | X |   |   |   |       |
| 18   | R89831      | Control Head - Mobile    | 1154391       | C2585P    |              | X |   |   |   |       |
| 19   | R94083      | Scanner                  | 1248196       |           | 320Z44003049 | X |   |   |   |       |
| 20   | R99586      | Citizen Band Radio       | 1270749       |           |              | X |   |   |   |       |

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# **ATTACHMENT**

**D**

**CALIFORNIA HIGHWAY PATROL  
2010 FLEET INSPECTION  
VISALIA - 480**

ATTACHMENT D

| EQUIPMENT ID                                 |         | LICENSE<br>NUMBER | MANUFACTURER | MODEL          | Y | N | A | T | C | OTHER |
|--|---------|-------------------|--------------|----------------|---|---|---|---|---|-------|
| <b>PROPERTY INSPECTION LIST TO EQUIPMENT</b> |         |                   |              |                |   |   |   |   |   |       |
| 1  | 1240040 | 1240040           | 2006 Ford    | Crown Victoria | X |   |   |   |   |       |
| 2  | 1247983 | 1247983           | 2008 Ford    | Crown Victoria | X |   |   |   |   |       |
| 3  | C2741P  | 7V91966           | 2005 Chevy   | Pick-Up        | X |   |   |   |   |       |
| <b>EQUIPMENT TO INVENTORY LIST</b>           |         |                   |              |                |   |   |   |   |   |       |
| 1  | 1289036 | 1289036           | 2009 Ford    | Crown Victoria | X |   |   |   |   |       |
| 2  | 1289094 | 1289094           | 2009 Ford    | Crown Victoria | X |   |   |   |   |       |

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**ATTACHMENT**

**E**





Department of California Highway Patrol  
Complete Area Inventory  
480 - Visalia

February 24, 2010

Issued to officer:

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Area Issued Weapons

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

## 480 - Visalia

February 24, 2010

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Issued to Area/Division: [REDACTED]

**Ser#**

Control#

### Comments

[REDACTED]

[REDACTED]

Ser#

Control#

### Comments

[REDACTED]

[REDACTED]



Complete Area Inventory

480 - Visalia

February 24, 2010

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]  
[REDACTED]  
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Issued to Area/Division:

[REDACTED]

[REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]  
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Issued to Area/Division:

[REDACTED]

[REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]  
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Department of California Highway Patrol

**Complete Area Inventory**

**480 - Visalia**

*February 24, 2010*

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**Issued to Area/Division:** [REDACTED]

**Area Issued Weapons Total:** [REDACTED]

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**Area Grand Total:** [REDACTED]